

MEDICAL TEST SITE LICENSE RENEWAL INSTRUCTIONS FOR WAIVED AND PPMP LABORATORIES

If you currently hold either a Certificate of Waiver or Provider Performed Microscopic Procedures (PPMP) category MTS license, the following information about MTS license renewal applies to you.

Current Medical Test Site (MTS) licenses will expire on October 31, 2006. The Office of Laboratory Quality Assurance (LQA) will begin the re-licensing process in July. With over 3100 licensed facilities in Washington State, we need your timely cooperation in this process to assure that all facilities are re-licensed on time.

In order to have the MTS licensing cycle correspond to the Washington State Biennium, the MTS licenses will be renewed for an 8-month period running from November 1, 2006 through June 30, 2007. After that, MTS licenses will be renewed for a full 2-year period running from July 1, 2007 through June 30, 2009. Information about MTS license renewal will continue to be provided to all MTS license holders through the Elaborations newsletter.

LICENSE RENEWAL PROCESS FOR WAIVED and/or PPMP LABORATORIES

This year the renewal process will be handled as follows:

1. A fee letter pro-rated for the 8-month relicensing period will be mailed to your facility by August 1, 2006.
2. Mail the fee coupon along with a check to the address listed at the bottom of the fee letter.
3. Upon receipt of payment, your license will be issued.